

Utah Public Charter School Grant Program

Start-up and Implementation

Grant Application

(Up to Three Years of Funding)

No Child Left Behind Act,
Title V, Part B, Public Charter Schools Program
In Cooperation with the U.S. Department of Education

Introduction

This application is to address Title V, Part B of the No Child Left Behind Act Charter School Program. The Utah State Office of Education (USOE) was successful in receiving a grant under this program for \$12,000,000 over a three-year period to support those charter schools in the initial phases and years of implementation, and to assist public schools wishing to systemically reform to convert to charter status. USOE will retain 5% of these funds for statewide activities.

USOE will distribute at least \$3,400,000 to charter schools, on a competitive basis, for school year 2007-2008. Since this is a competitive grant, it is possible that some applications may not be funded. There is no guarantee that the submission of an application will result in funding or that funding will be allocated at the level requested or previous levels received from prior award periods.

Questions: Contact: John Taggart, Education Specialist, Utah State Office of Education, (801) 538 - 7583 or john.taggart@schools.utah.gov

Federal Charter School Law can be found at
<http://www.ed.gov/policy/elsec/leg/esea02/pg62.html>

Purpose of Grant

The purpose of this application is to solicit proposals from new charter schools that meet the following objectives:

1. To expand the number of quality, research-based and educationally diverse charter schools throughout the state by supporting the efforts of charter school developers and organizers;
2. To assist existing public schools wishing to systemically reform to convert to charter "status"; and
3. To assist newly approved and operational charter schools in meeting their identified planning, start-up, conversion, and implementation needs.

Application Requirements

The original plus two copies of complete applications must be received at Utah State Office of Education Charter School Section no later than Monday, August 13, 2007. Deadline is 5PM MST.

Mail or hand deliver proposals to: John Taggart, Utah State Office of Education, 250 East 500 South, Post Office Box 144200, Salt Lake City, UT 84114-4200. *Proposals received after this time will NOT be considered, regardless of date of postmark. Faxes will NOT be accepted. Incomplete proposals will NOT be considered.*

Required Format

A respondent is required to follow the application format (attached) in order to assure a consistent application of evaluation criteria.

Application Instructions

- Staple the pages of the original. Two additional copies are required in 3-ring binders with each section clearly labeled and separated with a divider.
- Do NOT send any material that must be returned.
- Use a document footer with the name of the charter school and page numbers.
- Grant applications must include the original signatures of the charter school representative, and, if the charter school has been authorized by a district, superintendent, on the signature page.

Eligible Applicants

Grant applicants should first review the definition of a public charter school in federal statute at <http://www.ed.gov/policy/elsec/leg/esea02/pg62.html> in order to ascertain eligibility.

For 1st Year Applicants: Budgets should be developed for a full three years of proposed funding. In subsequent years those budgets may be modified.

Funding for future years is contingent upon federal appropriations. Pursuant to federal guidelines, no more than 18 months can be used for planning (startup) activities and no more than 24 months can be used for implementation activities with funds received from this grant to support a particular charter school.

Fundable Activities

Under the allowable activities described in Public Law 107-110, Title V, Part B, Section 5204 (f)(3), grant funds must be used for the following:

1. Post-award planning and design of the educational program, including refining results (standards) and measurements (evaluation) of progress toward those results.
2. Professional development of teachers and other staff that is research-based and includes National Staff Development standards.
3. Initial implementation of the charter school, including:
 - a. Informing the community about the school,
 - b. Acquiring necessary equipment and educational materials and supplies,
 - c. Acquiring or developing curriculum materials, and
 - d. Other initial operational costs not met from state/local sources.

Applicants must target one or more of the allowable activities listed above in the grant proposal.

Review Process & Selection Criteria

A committee of individuals with knowledge of systemic school reform and the charter school concept will review the applications. Review will be based upon the specific criteria listed in this application. Points will be awarded as follows:

<u>Selection Criteria for Start-up Grant applicants (First year)</u>	<u>Maximum Points</u>
1. Cover sheet, Target population, Signature page	3 total points
2. Body of application (based on required elements rubric)	50 total points
3. Waivers from State Board Rules	3 total points
4. Assurances signature page	3 total points
5. USOE budget form	10 total points
6. Enrollment policy	3 total points
7. Technology plan	10 total points
8. Library plan template (optional)	10 total points
9. Professional development plan (optional)	10 total points
10. GEPA statement	3 total points
11. Attendance at CS Director's meetings	10 total points
12. Novice applicant	5 points (additional)
13. Organization / Creativity	5 points (additional)
TOTAL 95 – 115 points	

Review for Implementation Grant applicants (2nd and 3rd year)

1. Cover sheet, Signature page
2. Assurances signature page
3. USOE budget form
4. Brief review of last year's goals, projects, and school progress (2 pages maximum)
5. Updated goals (not new goals), projects, and school plan for completion (5 pages maximum)

Implementation Grant applicants can choose one of two paths:

1. Rewrite the Start-up application for a possible higher percentage than you received for your 2007 application (see 2007 Start-up & Implementation Grant handout)
2. Submit only the information required for the Implementation application, which consists of an updated budget along with a few additional items.

Post Award Requirements

Every eligible applicant awarded grant funds under this program must agree to meet all requirements of federal law governing the Public Charter Schools Grant Program (CFDA: 84.282), any applicable state and/or federal requirements particularly those included on the Assurances Page. Additional requirements may include:

- 1) A copy of the complete application in electronic format (HTML or Microsoft Word version 6 for Windows or higher).
- 2) Permission may be requested to post the grant application and charter school application on the USOE website.

Required Information for Start-up Grants (Year 1)

Please provide these required pieces of information to your application in the order listed. Appendices will not count toward the application's 25-page limit. However, they are required in order to receive funding.

1. Section 1: Cover Sheet with charter school name (Attachment #1), *Target Population* using the attached profile, the number of students who are or will be served by the charter school by grade (Attachment #2), and *Signature page* (Attachment #3).
2. Section 2: Body of application. Addressing the "Required Elements" rubrics posted at <http://www.usoe.org/charterschools/funding/StartUp/RequiredElements.pdf>. Include a maximum of two (2) pages per area clearly labeled with the number and title of the required element. Limit 22 pages. NOTE: The documentation required for the Purchasing Policies & Procedures category does not count towards that page total (i.e. board minutes, supporting paperwork)
3. Section 3: Appendix A: Waivers from State Board Rules. List the Board Rules from which waivers will be sought. Simply list the statute and title. If the school is not applying for waivers, include a letter stating this. This should not exceed one page (Attachment #4)
4. Section 4: Appendix B: Assurances Signature Page (Attachment #5)
5. Section 5: Appendix C: USOE Budget Form (Attachment #7). Budget instructions (Attachment #6 – DO NOT include in application).
6. Section 6: Appendix D: Enrollment policy (Attachment #8). The process cannot discriminate against anyone regarding gender, race, national origin, color, disability, or age.
7. Section 7: Appendix E: Technology Plan. This provides information on what will be accomplished in the first year (Attachment #9)
8. Section 8 (optional): Appendix F: Library plan template (Attachment #11 - if you wish to receive any funding through this grant program for library development). Library plan instructions (Attachment #10 – DO NOT include in application).
9. Section 9 (optional): Appendix G: Professional Development Plan (Attachment #12 - If any money is being requested for professional development, include a professional development plan citing specific training, incorporating No Child Left Behind Staff Development standards, and specific, measurable goals and objectives.
10. Section 10: Appendix H: GEPA Statement (Attachment #14). GEPA statement examples (Attachment #13 – DO NOT include in application)